

Job description: Office Manager / Personal Assistant to the Principal

PERSON SPECIFICATION:

Personal qualities required:

1. Able to maintain confidentiality at all times
2. High standards of honesty, integrity and responsibility
3. Reliable and punctual
4. Flexible and resourceful
5. Able to work under pressure, have good time management, maintain deadlines and work independently
6. High standards of personal presentation
7. Sense of fun and humour
8. Warm and welcoming
9. High degree of initiative and motivation

Work skills required:

1. High level of secretarial skills & computer literacy (typing / word processing / spreadsheets / data bases / production & interpretation of graphs etc)
2. Well developed literacy skills (spelling & grammar skills)
3. Knowledge and experience with financial packages and handling cash
4. People management skills
 - preferably experience in reception duties / handling the public
 - experience with children
 - works co-operatively and collegially
5. First aid skills and experience

RESPONSIBLE TO:

Principal and Board of Trustees

PRIMARY TASKS :

- To act as a 'front person' to the school - presenting the school positively to all staff, children, parents and visitors
- Management and oversight of all office duties and clerical organisation
- Finance officer – responsible for all day to day finance clerical work
- Secretary to the Principal

SPECIFIC TASKS:

A. Secretarial/Clerical

1. Reception / visitors (Note – we also have a part-time Receptionist)

Reception : Assist receptionist with greeting visitors and callers to the school.

[A professional, welcoming and friendly approach to all visitors and callers must be paramount]

Escort visitors around school when required.

2. Enrolments / Attendance / Pupil records

Maintain the students records section of the school's "ETAP" student management system

Enrol new pupils and follow through subsequent paperwork.

Update class lists following each enrolment and re-issue to principal and affected staff.

Process records for pupils moving to other schools (ENROL database)

Advise Principal, librarian etc of new enrolments & withdrawals

Oversee ensuring pupil records are correct and kept up to date (change of address, movement of class etc.) and organise changeover of records to new classes each year.

Oversee receptionist's administration of daily absences recording system - phoning parents of pupils with unexplained absences / keeping Principal informed of absence concerns and any patterns of absence.

3. Staffing

Manage / oversee work of other office staff (receptionist)

Keeping records of staff absences, employment of relievers

File weekly staffing returns with Payserve

Liaise with Payserve re staff salaries, payments, leave files etc

Reconcile all salaries from the SUE report (Teacher Aides, Caretaker, Cleaner, Foreign Language Teacher, Reading Recovery Teacher, admin) paid from the school's bulk grant

Manage timesheets for support staff

Arrange salary payments for relievers

4. Financial

Manage school financial system (MUSAC finance package)

Oversee all cash in and out / receipting of all money in / banking

Manage creditors / make all payments (including ASB internet banking)

Manage school debtors / keep Principal informed

Manage staff reimbursements

Maintain all school financial records ~ arrange, distribute, file and archive financial records

Prepare monthly & annual financial reports for Principal / Board

Prepare monthly reports for budget holders

Regular backing up of school computer based financial records / files

Liaise with financial advisor and auditors

5. School Records

Oversee school filing system being organised and kept up-to-date

Organise filing of archival records

6. Secretarial

Provide secretarial services including word processing, spreadsheets, desktop publications and database applications.

Secretarial support for Principal, and Deputy Principal as required.

Co-ordinate various school-wide activities & visitors during the year (e.g. school nurse visits, hearing

& vision testing, hepatitis injections etc)

Booking buses for school trips & events

Assist Principal with preparation of the school newsletter

7. Resources

Administer the school's system of ordering goods and services.

Enter new purchases in the school asset register.

Purchase and maintain stocks of students' stationery for sale

Purchase and maintain stocks of stationery for office and staff use

Purchase and maintain staffroom supplies

8. First Aid

Keep personal first-aid certificate up-to-date (school to fund update courses)

Assist receptionist with co-ordination of the school first aid system, reporting & keeping records

of all serious injuries, notifying parents of children with significant injuries, including all head injuries, and children needing to go home sick

Assist with treatment of children sent to the medical room – when required

Medication administered as required / records kept

Keep medical supplies stocked, up to date and safely stored

9. Property duties

Maintain register of keys

Maintain staff & contractors security code list

Liaise with outside users of school hall etc / keep Principal & caretaker informed

Oversee school insurance / liaise with insurers

Liaise with cleaning company (when required)

Liaise with security company (when required)

10. General office duties

Co-ordinate stationery sales

Oversee / arrange postage

Photocopying, laminating & binding services as required

Co-ordinate supplies & maintenance for photocopier

Routine office management of Principal's and own office

General office duties as required.

B. Personal Assistant to the Principal

Assist with Principal's diary & appointments management – screen Principal's phone calls & visitors;

book appointments; stay informed to be able to keep others informed of Principal's movements

Assist with organisation of Principal's office

Assist Principal with arranging staff celebrations & special events

Assist Principal with tracking financial performance / financial issues

Keeping Principal informed of support staff issues & any other significant school issues

Typing & general secretarial support for the Principal

HOURS OF WORK :

The hours of work are indicative rather than fixed, as this is a salaried position, rather than a waged position, so the hours of work are those that are required to get the job done. It is not paid on an hourly rate.

The general hours of work are :

School days: 8.00 a.m. to 4.30 p.m. (Monday – Friday during school terms)

School holidays: 4 days in each of the holidays at the end of each of terms 1, 2 and 3.

10 days in the Christmas / New Year holidays

(Note – these days are negotiable from vacation to vacation. This is a general indication of the amount of time the work takes. Sometimes more days will be required to get the job done.)

SALARY & CONDITIONS OF SERVICE :

The salary and conditions of service for the position of Office Manager shall be as per the NZEI Support Staff Collective Agreement.

The salary starting point will be negotiated with the successful applicant based on the level of experience brought to the position.